

# ILLINOIS & MICHIGAN CANAL NATIONAL HERITAGE CORRIDOR COMMISSION

## 2003 PARTNERSHIP PROJECT FUND

### *Application Instructions*

#### Introduction:

The **Illinois & Michigan Canal National Heritage Corridor** was created in 1984 by the United States Congress to recognize the national significance of the Illinois and Michigan Canal, built between 1836 and 1848, that connected the Great Lakes to the Mississippi watershed. The canal stretched 100 miles from the Chicago River (leading to Lake Michigan) in the city's Bridgeport neighborhood, to the Illinois River at LaSalle and Peru. The I&M Canal rapidly transformed Northern Illinois into an important transportation route enabling Chicago to grow from a small settlement into a critical transportation hub between the East and the developing Midwest. Today, the canal, adjacent recreational trail and associated structures are owned by state and local governments. The canal passes several historic towns created by the original canal commission as ports along the way.

The law that created the National Heritage Corridor also created a 19-member Commission of the Department of the Interior to coordinate activities in the area. Their mission is to retain, enhance and interpret, for the benefit and inspiration of present and future generations, the cultural, historical, natural, recreational, and economic resources of the Corridor, where feasible, consistent with industrial and economic growth. The commissioners represent a variety of interests within the National Heritage Corridor, including local, county and state governments, business and industry, history, historic preservation, conservation, recreation and archaeology. The Commission is staffed by the National Park Service, and works with its partners to support projects and initiatives through coordination, partial funding, sharing information, sponsoring Corridor-wide projects, and providing assistance with technical preservation issues.

The Partnership Project Fund, introduced in 2002, is a competitive program that makes funds available directly to governments and non-profit groups active in the Corridor.

#### How to Apply:

Please submit **three copies** of the **completed application**, one with original signature, to our office with the required certification forms at the back of the application.

A complete application is an application that is signed and dated with all blanks filled in correctly, and containing no major mathematical errors or omissions.

**The application deadline is 5:00 p.m. FRIDAY, April 30, 2004.** Applications postmarked or delivered after that time WILL NOT BE CONSIDERED. Awards will be made at the Commission meeting on **July 8, 2004**.

Mailing address:

Illinois & Michigan Canal  
National Heritage Corridor Commission  
201 West Tenth Street, #1-SE  
Lockport, IL 60441

## Eligible Applicants:

Not-for-profit organizations 501 (C)3 and 501 (C)4's, State agencies and Local governments.

## Project Eligibility:

Only projects that relate directly to the project categories listed below are eligible for funding. Eligible activities must pertain to the accomplishment of the Commission's responsibilities

Generally awards will range from \$5,000.00 to \$10,000.00.

### Project Categories:

- Resource Protection and Conservation
- Interpretation and Education
- Community Planning
- Resource Enhancement and Recreation

### Eligible Activities Include:

Planning, feasibility studies, National Register nominations, surveys, workshops, trail development planning; interpretive media and brochure development, printing, fabrication, and installation.

\*Please note that new construction projects are not eligible for funding, however, rehabilitation and restoration projects may be eligible if they involve historic structures and conform to the Secretary of the Interior's Standards for historic preservation.

\*\*Please note that audio-visual materials produced must be Section 508 compliant.

You may contact Mary Tano at (815)588-6040, [mary\\_tano@nps.gov](mailto:mary_tano@nps.gov), for questions regarding eligibility of a proposed project prior to completing your application.

## Completing the Application

An applicant may submit applications for more than one project activity during the 2003 PPF cycle. A separate completed application must be submitted for each project activity. A completed application will consist of the following basic items:

**Part I--Cover sheet, Applicant Data**  
**Part II--Project Proposal**  
**Part III--Project Budget**  
**Part IV--Applicant Certifications (Signed by the Verifying Authority)**

As indicated in the instructions below, additional information or materials may also be required. This information should be attached to the application.

## PART I-- Cover sheet, Project Summary, Applicant Data

### Project Summary:

- Project Name: Identify the project name.
- Location: Project must be within the Corridor boundaries west of Harlem Avenue (If you are unsure if the intended project will be within the boundaries refer to inside cover map or contact our office or projects **east of Harlem Avenue** must show a direct relation to the I&M Canal and/or its history.

- Project Cost: Enter the dollar amounts for the project costs including federal share, local share, and total project costs. These figures should correspond to figures in the Project Budget (Part III). **Awards are funded on a 50/50 ratio with 50% of the project cost coming from federal funds and at least 50% of the project cost provided by the applicant.**
- Proposed Work Summary: In the space provided, briefly summarize the proposed work to be done with the requested funds. (For example: "This project will consist of the preparation of a Multiple Property National Register Nomination for Downtown Canaltown Historic District, Canaltown Illinois.")

#### Applicant Data:

- Project Sponsor/Applicant: Enter the name and address of the project sponsor/applicant. The receiving official is the person authorized to officially accept the award (e.g., the Mayor or the president of the not-for-profit applicant organization).
- Contact Person/Project Manager: The Contact Person/Project Manager is the individual most familiar with the application and project.
- Experience: Briefly describe past projects that your organization has completed.
- Legislative Contacts: Since legislative representatives will be notified of all awards, the applicant must provide names of all state legislators and federal representatives for the proposed project area.

## **PART II: Project Proposal:**

- Name of Project: Enter the name of the project.
- Project Description: Provide a clear narrative summary of the proposed

project. Describe the **goals** of the project and discuss the planned **methodology** to be used to achieve those goals, including specific information about the **budget** for Commission funds, and the planned **products**. Include a **schedule** or timeline which include anticipated start and end dates. Projects may not start until the Cooperative Agreement has been signed, and should generally be scheduled to be completed by September 30, 2005, but projects with longer timetables are also eligible. If the project requires long term maintenance or management describe how this will be accomplished (Attach additional sheets, if needed).

- Project Benefits: Outline the intended benefits of the project and explain how the project addresses Corridor goals. (see page 6)
- Local Support: Describe local support. Applicant must document landowner support.

## **PART III: Budget**

**Partnership Project Funds are awarded at a 50/50% ratio with the recipient responsible for providing a local match not less than 50% of the total project cost.** The budget is used to document the anticipated costs for the project and if these costs are part of the local match or to be paid by the Partnership Project Fund. Information documenting the commitment of matching funds should accompany the application.

At the conclusion of the project, PPF recipients must provide the National Heritage Corridor Commission with a minimum of 3 original copies of products such as preservation plans, audio-visual products, legal studies, design guidelines, handbooks, etc. and 10 original copies of all brochures and newsletters. The cost of these copies should be considered during the development of project costs.

## EXPENSES:

List all budget expense items for the proposed project. Indicate the total cost in the right-hand column and the amount of Commission funds, cash match and in-kind match for each budget item.

Allowable costs include: personnel costs, (salaries and fringe benefits), travel expenses (mileage, lodging, subsistence), supplies, contractual services, salaries, equipment use, and rent.

Personnel Costs: List all personnel (other than contractors). Attach resumes for all outside professional and/or technical consultants. Identify hourly rate or percent of time to be spent on the project. Identify the number of work hours each person will be working on the project.

If a person volunteers time to a project, the value of the person's time is in-kind. To assist in determining and using rates, the following are standards for safe and acceptable rates for certain kinds of volunteer services:

1. <b>Volunteers:</b>	\$10.00 per hour
2. <b>Bookkeepers:</b>	\$15.00 per hour
3. <b>CPAs:</b>	\$30.00 per hour
4. <b>Architects, Planners, and other preservation/conservationist professionals not generally listed:</b>	\$30.00 per hour
5. <b>Full professors of architectural history, historic architecture, and fields related to archaeology:</b>	\$30.00 per hour
6. <b>Lawyers</b>	\$47.00 per hour

Fringe Benefits: Indicate fringe benefit rate and to which personnel the rate applies. Fringe benefit rates may only be used for employees on staff who provide a recognized service to the project. Salaries and fringe benefits for paid staff participating in a project may be counted as cash match.

Part-time employees or consultants who receive fringe benefits that cannot be treated as a standard percentage should have such costs incorporated into their salary structure; if this is the case, please note it.

## 2. Operations:

Travel: Indicate cost calculations by number of miles and rate per mile. The rate of reimbursement per mile cannot exceed 37.5 cents per mile. If mileage is a project cost, an estimate of the number of miles must be given.

Materials & Supplies: As a budget category, this includes both expendable and non-expendable supplies. Items normally found in this category include: writing materials, postage, photographic paper, Xerox paper, film, folders, ledgers, notebooks, diskettes, replacement parts, stationery, and envelopes.

Reproduction: As a budget category, this normally contains the following items of expense: photocopying, photograph reproduction, slide reproduction, and film or other video reproductions. Specific costs assigned to this category must be listed. Applicants may be required to justify cost on request.

Other Costs: As a budget category, this may contain the following items of expense: rent, utilities, consultant fees, fabrication and installation costs, along with any expenses not listed above. Applicants may be required to justify costs on request. If a space has been donated, it can be considered an **in-kind** space. Indicate the number of months, the value per month, and total dollar amount (i.e., 12 months @\$100 = (\$1200).

Signs: Some projects that will have public exposure as they are being completed will require a permanent or temporary sign acknowledging that funding was provided by the Illinois and Michigan Canal National Heritage Corridor Commission (consult with Commission staff to ensure appropriate costs are included in budget).

Total Project Costs: Total the cash match in-kind match, and Commission funds requested. The totals at the bottom of the page should correspond to the project costs indicated on page 1 of the application. (The cash match and in-kind match should be combined to determine the non-federal share.)

## PART IV--Applicant Certifications:

As a potential recipient of federal monies, a Federal Form SF424 must be completed. The Applicant must also agree to abide by certain federal terms and conditions. On Federal Form DI2010, place a check mark on the appropriate line in "Parts A, B, C, D and E." The Applicant's Verifying Authority should read the forms carefully, then sign and date it.

### Additional Information:

Applicants are encouraged to contact the Illinois & Michigan Canal National Heritage Corridor Commission for assistance in defining the project scope of work and in completing the application. To obtain such assistance, Please contact:

Mary Tano

815-588-6040

mary\_tano@nps.gov

### Administration and Funding:

Partnership Project Fund Awards are paid as **reimbursements**. Reimbursement may be requested by the recipient based on interim progress reports and all costs must be submitted to the Commission at the time reimbursement is requested.

No "up-front" funds can be provided. Up to 90% of the funds awarded may be requested during the project; however the balance may not be requested until the project is complete and the final report is submitted.

PPF award recipients must meet the following conditions:

1. Sign a Cooperative Agreement with the National Heritage Corridor Commission which contains the terms and conditions with which the PPF recipient must comply, including bi-monthly progress reports.
2. Maintain proper financial records and submit documentation upon request for reimbursement;
3. Produce a final report detailing project accomplishments;
4. Cooperate with Commission on publicity and public information;
5. Agreements will specify a **substantive role for the Commission** in the completion of the project, including complying with applicable environmental and/or historic preservation laws, and collaborating with the agency or organization on public programs information about the project.
6. **Other standards and certifications** as required for Federal Assistance.

The project period will be specified in the cooperative agreement. All work must be completed within the stated project period. Extensions can be made on a case-by-case basis.

Work may not proceed until a cooperative agreement has been signed. Any work undertaken prior to the agreement's execution will be disqualified and ineligible for reimbursement unless there is specific written advance approval from the Commission.

### Scoring Criteria:

**1. Corridor Goals:** Project should further the goals and purposes defined by the Commission:

- I. Identify, designate and protect resources in the Corridor, focusing on those that are the most significant in the I&M Canal's history and significance and those that are threatened. Build the capacity of communities in the Corridor to assist in this goal.
- II. Promote public awareness and understanding of the Corridor's significance; assist in providing public access to the Corridor's resources.
- III. Promote and assist community and economic development in the Corridor, focusing on sites and areas that give the Corridor its unique character.

Projects can address these goals by:

- Advancing historic preservation or conservation efforts, or
- Educating the public about the region's heritage and resources, or
- Encouraging or establishing partnerships, or
- Stimulating others to action, or
- Linking to other projects in the area or within the Corridor

High score = project addresses many Corridor goals, or makes a significant contribution to one or two goals, and demonstrates linkages and partnerships

Low score = project addresses few, if any, goals

**2. Need:** Project should be necessary: there is a threat to the resource, there is a public need or demand.

High score = project addresses a significant threat to an important Corridor resource (structure, land or water); project addresses needs identified in Corridor plans, local comprehensive plans, etc.; project application provides a meaningful needs statement which the project addresses.

Low score = project would not protect important resources, or would not contribute to broad public understanding / commitment

**3. Resource Significance:** The project should stand out as being important, not just to the applicant or to the immediate neighborhood, but to the town, state, region or nation. Project should provide special historical, recreational, cultural, or environmental education opportunities for the public. Project should protect, restore and interpret significant resources of value to the town, the Corridor, or the nation.

High score = project demonstrates a high level of significance. Properties proposed for preservation studies are established as significant through local, state or federal designation

Low score = resource significance is unclear or undocumented

4. **Impact:** Project should show or have a significant impact on the region. Applicant should demonstrate how the public will benefit from this project.

High score = project is highly visible, such as:

- Signs or interpretive exhibits in heavily visited Corridor area, on main streets or at key historic sites
- Programs that include and reach many people in and outside the Corridor
- Will contribute to a dramatic improvement of a derelict site
- Will improve an interpreted site that has frequent public use

Low score = project has little to no impact:

- Project has no publicity strategy or is geared for a small audience
- Project is geared for a small or limited audience

5. **Project Management:** The applicant should show the ability to effectively administer the project. The applicant should have sufficient staff; past experience with similar level projects; be able to demonstrate the ability to sustain the program or provide long-term maintenance after completion of project. The applicant should provide a maintenance plan for projects that require any long-term care; costs and time estimates should be realistic.

High score = applicant clearly shows ability to administer project, including previous similar experience with a good track record and good cost/time breakdowns and good description of how project will be managed and staffed.

Low score = applicant has previously mismanaged similar projects, provides sketchy or unrealistic cost/time details, and/or does not clearly show how project will be managed or staffed.

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**Additional Considerations:** These criteria will be used in evaluating all projects taken together – how one project compares to other qualified projects. These “bonus points” will be assigned and used as an additional evaluation of the overall project.

1. **Geographic Distribution:** Project awards should be made throughout the geographic scope of the Corridor for qualified projects.

2. **Budget Flexibility:** If the total of preliminary project selections does not exactly equal the amount available for funding, the review panel may contact an applicant to determine whether the award could be adjusted up or down from the request while maintaining the matching requirement.